

# WASHINGTON STATE PATROL

## REQUEST FOR PUBLIC RECORDS

NOTE: PLEASE PRINT. INSUFFICIENT OR ILLEGIBLE INFORMATION MAY DELAY RESPONSE.

REQUESTING PARTY			
NAME or COMPANY / FIRM			
STREET ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
INCIDENT INFORMATION			
DATE OF INCIDENT	TIME OF INCIDENT	AM	LOCATION (INCLUDE COUNTY)
PM			
PARTIES INVOLVED #1		PARTIES INVOLVED #2	
INVESTIGATING OFFICER	BADGE NUMBER	CASE NUMBER	DATAMASTER NUMBER (IF NEEDED)
DESCRIPTION OF REQUESTED DOCUMENTS			
SEE REVERSE SIDE FOR INSTRUCTIONS.			

**DO NOT PAY**  
**YOU WILL BE BILLED**  
**AT A LATER DATE**

\_\_\_\_\_ Pages @ 15 cents per page:

\_\_\_\_\_ Photographs:

\_\_\_\_\_ Audio / Video Tapes:

Subtotal:

Postage:

TOTAL DUE:

WSP USE ONLY	
DATE RECEIVED BY WSP	DESCRIPTION FOR INVOICE (30 Characters or less)
TYPE OF REQUEST	
REQUEST WAS:	WITHHELD (see attached)
FAX REQUESTS TO BFS IMMEDIATELY UPON DISSEMINATION OF RECORDS.	
INVOICE NUMBER	RELEASE DATE
NUMBER OF PAGES	SIGNATURE OF RECORDS CUSTODIAN

**FOR A COPY OF A POLICE TRAFFIC COLLISION REPORT, SEND A \$5 FEE AND A REQUEST TO:**

Washington State Patrol  
Records Section  
PO Box 42628  
Olympia WA 98504-2628

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**REQUESTS FOR ADDITIONAL COLLISION INVESTIGATION OR TRAFFIC INCIDENT INFORMATION**

Please send this form to the office in the county where the incident occurred.

Pierce and Thurston Counties:

District Public Records Coordinator  
Washington State Patrol  
2502 112<sup>th</sup> Street East  
Tacoma WA 98445-5104  
(253) 536-6210

King County:

District Public Records Coordinator  
Washington State Patrol  
2803 156<sup>th</sup> Avenue SE  
Bellevue WA 98007-6599  
(425) 455-7700

Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, and  
Yakima Counties:

District Public Records Coordinator  
Washington State Patrol  
2715 Rudkin Road  
Union Gap WA 98903-1795  
(509) 575-2320

Adams, Ferry, Lincoln, Pend Orielle, Spokane, Stevens, and  
Whitman Counties:

District Public Records Coordinator  
Washington State Patrol  
6403 West Rowand Road  
Spokane WA 99224-5325  
(509) 456-4101, ext. 109

Clark, Cowlitz, Lewis, Klickitat, and Skamania Counties:

District Public Records Coordinator  
Washington State Patrol  
11018 NE 51<sup>st</sup> Circle  
Vancouver WA 98682-6686  
(360) 260-6333

Chelan, Douglas, Grant, Kittitas, and Okanogan Counties:

District Public Records Coordinator  
Washington State Patrol  
2822 Euclid Avenue  
Wenatchee WA 98801-5916  
(509) 663-9721

Island, San Juan, Skagit, Snohomish, and Whatcom Counties:

District Public Records Coordinator  
Washington State Patrol  
2700 116<sup>th</sup> NE  
Marysville WA 98271-9425  
(360) 658-1345

Clallam, Grays Harbor, Jefferson, Kitsap, Mason, Pacific, and  
Wahkiakum Counties:

District Public Records Coordinator  
Washington State Patrol  
4811 Werner Road  
Bremerton WA 98312-3333  
(360) 478-4646

**FOR RECORDS NOT INVOLVING A COLLISION OR TRAFFIC INCIDENT, PLEASE SEND THIS FORM TO:**

Washington State Patrol  
Public Records Officer  
PO Box 42631  
Olympia 98504-2611  
Phone - (360) 438-5866 extension 164  
Fax - (360) 407-0175